



**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

1789 W. Jefferson • P.O. Box 6123 • Phoenix, AZ 85005

Janet Napolitano  
Governor

David A. Berns  
Director

January 12, 2004

**WORKFORCE INFORMATION MEMO (WIM) #01-04**

**SUBJECT:** Availability of WIA PY 2003 Technical Assistance/Capacity Building Funds

**REFERENCE:** P.L. 105-220, §134(a)(2)(A) and (B); Workforce Information Memo (WIM) #08-03 dated December 10, 2003

As discussed previously in WIM #08-03, the Governor's Council on Workforce Policy (GCWP) earmarked a total of \$250,000 in statewide PY 2003 funds for provision of Technical Assistance/Capacity Building (TA/CB) to Local Workforce Investment Areas (LWIAs). The Council's Executive Committee further recommended that these funds be subdivided as follows:

**CATEGORY ONE** - Funds to be awarded based on *local funding requests* that *directly* support local strategies for improved performance outcomes. Such requests will be examined in light of the extent to which an LWIA fails to achieve at least 80% (i.e. meets) its negotiated levels of performance for all participant categories, as determined through the quarterly federal reporting process.

Total Funds Available for Category One: \$125,000

**CATEGORY TWO** - Funds to be utilized for LWIA activities that specifically relate to (a) Virtual One Stop (VOS) Training/Technical Assistance beyond vendor contracted assistance; (b) enhancement of local business practices to maximize the use of VOS; or (c) new performance measures expected under WIA Re-authorization.

Total Funds Available for Category Two: \$125,000

In recent months, the Employment Administration (EA) received several local TA/CB requests that call for expenditure of PY 2003 statewide funds. These particular requests were retained by the Employment Administration until the Governor's Council had the opportunity to make the relevant allocation decisions at its December meeting. Now that these decisions have been finalized, the *Employment Administration* will review these requests individually to determine if they comply with criteria established under **Category One**. Funding requests already received that do not fall within the Category One guidelines, will be referred for review based upon **Category Two** criteria, still under development by various GCWP Committees.

Please note that all funding decisions must take into consideration the level of state funds available, the number of local requests, and the extent to which the assistance requested is aligned with Category One and, ultimately, Category Two criteria. All local areas with currently pending TA/CB requests will be notified of a funding decision on or before February 1, 2004.

For all **Category One** funding requests submitted to the Employment Administration *after January 1, 2004*, LWIAs must utilize the following procedure:

**PROCEDURE FOR CATEGORY ONE**  
**FUNDING REQUESTS - Effective January 1, 2004**

To submit a Category One funding request for PY 2003 TA/CB funds, program directors must use the attached form. Each form must be completed in full, signed, and mailed to the following address:

*DES Employment Administration – WIA  
Attn: TA/CB: Category One  
1789 West Jefferson, Site Code 920Z  
Phoenix, Arizona 85007*

**All Category One request forms must be received at the DES Employment Administration – WIA no later than Friday, February 27, 2004 to receive consideration for PY 2003 TA/CB funding. Program directors will receive notice of the Employment Administration's funding decisions on or before Monday, March 15, 2004.**

**IMPORTANT NOTE:** No TA/CB funds will be provided for the following:

- ◆ Administrative Costs
- ◆ Staff Salaries or Benefits
- ◆ Out-of-state Travel
- ◆ Meals or Refreshments
- ◆ Capital Equipment Purchases, Including Computers or Other Electronic Office Equipment

Please feel free to contact me at (602) 542-3957 if you need additional information.

Sincerely,



David R. Ellis  
Program Administrator (Interim)  
Employment Administration – WIA

DRE:PG:kds

Enclosure

**CATEGORY ONE APPLICATION  
FOR  
LOCAL WORKFORCE INVESTMENT AREA (LWIA)  
TECHNICAL ASSISTANCE/CAPACITY BUILDING FUNDS  
WIA TITLE IB PERFORMANCE**

**INTRODUCTION**

The application below is intended for use by LWIAs to request funding that *directly* supports local strategies for improved performance outcomes. Each application will be considered in light of the extent to which an LWIA is failing to achieve at least 80% of its negotiated levels of performance for all WIA Title IB participant categories as determined through the most recent quarterly federal reports.

Each application will be reviewed by representatives of the state Employment Administration – WIA.

For purposes of this application process, the following definitions/thresholds shall apply to the *fifteen core performance measures*:

<b><u>Fails Performance</u></b>	<b>A performance result that is less than 80% of a negotiated performance level.</b>
<u>Meets Performance</u>	A performance result that is between 80% and 100% of a negotiated performance level.
<u>Exceeds Performance</u>	A performance result that is 101% or higher of a negotiated performance level.

The fifteen WIA core performance measures are as follows:

- |                       |  |
|-----------------------|--|
| ◆ Adults:             | Entered Employment, Employment Retention, Earnings Gain, and Employment + Credential             |
| ◆ Dislocated Workers: | Entered Employment, Employment Retention, Earnings Replacement Rate, and Employment + Credential |
| ◆ Older Youth:        | Entered Employment, Employment Retention, Earnings Gain, and Credential                          |
| ◆ Younger Youth:      | Skill Attainment, High School Diploma or Equivalent, and Retention                               |

## Local Workforce Investment Area (LWIA):

Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**IMPORTANT:** Please work as necessary with your assigned WIA Quality Assurance Liaison to complete all of the following questions and information. Be specific in your responses.

1. List the performance measure(s) for which the LWIA is failing to achieve at least 80 percent of the negotiated level, and the reporting time frame (i.e. quarter) applicable to the failed measures.
2. For each of the above measures, provide an explanation or analysis of why the LWIA is failing to achieve the minimum 80 percent.

3. Describe what corrective action(s) and the timeline for such action(s) that the LWIA will institute to improve performance levels for each failed measure.

CORRECTIVE ACTION	TIMELINE

4. Using the chart below, identify the source(s) and the type(s) of assistance needed. For example, assistance may come from within your LWIA, from governmental or private entities. At the State level, your WIA Quality Assurance Liaison may be able to provide assistance or identify other sources available to meet your specific needs, such as other WIA staff, VOS technical staff, One-Stop partner agencies, other LWIBs, or other sources.

Assistance	
Assistance Provider	Type

5. Using the chart below, provide detailed information on the expected costs of the technical assistance/capacity building requested in this application.

**Note:** Technical assistance/capacity building funds *will not* be provided for the following:

- ◆ Administrative Costs
- ◆ Staff Salaries or Benefits
- ◆ Out-of-state Travel
- ◆ Meals or Refreshments
- ◆ Capital Equipment Purchases, Including Computers or Other Electronic Office Equipment

ITEM		TECHNICAL ASSISTANCE FUNDS REQUESTED	
		\$	
TOTAL FUNDS REQUESTED		\$	

**SIGNATURES REQUIRED:**

\_\_\_\_\_  
Name  
Local Workforce Investment Board Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
WIA Program Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***The completed and signed Category One Technical Assistance/Capacity Building Application must be mailed to the Department of Economic Security, Employment Administration- WIA, Attn: TA/CB – Category One, 1789 West Jefferson, Site Code 920Z, Phoenix, AZ 85007***